

JOB SHADOWING PROJECT

For

Career Pathways

Mrs. Olson & Mrs. Ross
Blair High School

JOB SHADOWING

Job shadowing is defined as a community site teaming experience that matches an employee with a student so that the student can begin to see connections between school lessons and the workplace. Job shadowing coordinators, students, business and/or community leaders jointly plan the shadowing experience. Job shadowing partners should involve students in hands-on activities whenever possible. Benefits to the student include:

- Become informed consumers
- Meet positive role models
- Discover how classroom learning relates to the workplace
- Learn about career choices
- Understand what skills are needed to get a good job
- Career exploration
- Understand how learning and earning are connected

SHADOWING EXPERIENCE

All Career Pathways students at Blair High School are required to complete a shadowing experience. It is the responsibility of each student to contact the employer and arrange a day or partial day to shadow. The occupation should be in the student's selected career interest. The requirement is to shadow someone for at least three hours, but a student can shadow an entire day. Students must shadow on the assigned day. After setting an appointment with your workplace host, complete the Student Shadowing Site Information sheet by the required deadline and return to Mrs. Olson and Mrs. Ross.

REQUIREMENTS FOR SHADOWING EXPERIENCE

1. Select a career to shadow within your career interest.
2. Contact a person to shadow.
3. Complete the Student Shadowing Site Information sheet.
4. Submit the application to Mrs. Olson and Mrs. Ross by the deadline.
5. Complete and send the Workplace Host Confirmation.
6. Complete and turn in Parent/Guardian consent form before shadowing date.
7. Shadow from 3-8 hours on the designated day.
8. Submit a thank you note and Business Host Evaluation form along with an addressed envelope to your workplace host.
9. Complete and submit the Questions to Ask Your Business Host and Student Observation/Evaluation activity within five days of shadowing.

Have a great day!

Job Shadowing

BUSINESS HOST EVALUATION

Thank you for participating in the Job Shadowing Program and hosting a high school student. In an effort to improve the Job Shadowing experience for employers and students we would appreciate your completing this evaluation. **Please return in the enclosed envelope to Pat Olson.**

Company Name: _____

Employer Name/Title: _____

Student Name: _____

1. Please indicate the level of job interest demonstrated by the student.

_____ Very Interested	_____ Moderately Uninterested
_____ Somewhat Interested	_____ Not Interested
2. Did the student ask questions directly related to the application of skills required for the job?
_____ Yes _____ No
3. Did the student ask questions about training/education required to perform the job?
_____ Yes _____ No
4. Did the student have the opportunity to interact with more than one individual during the Job Shadowing experience?
_____ Yes _____ No
5. Did the student dress appropriately for the environment in which the Job Shadowing took place?
_____ Yes _____ No
6. Please comment on the amount of time that was required for the Job Shadowing experience.
Date: _____ Hours: _____
_____ Too Long _____ About right _____ Not enough time
7. What could have been done to help make the experience more meaningful for the student and/or the employer?

8. Would you participate in the Job Shadowing Program again?
_____ Yes _____ No

Comments: _____

JOB SHADOWING CHECKLIST

√ THINGS TO DO √

√ STUDENT SHADOWING SITE INFORMATION SHEET
 ▽ Complete and submit **by deadline**

√ WORKPLACE HOST CONFIRMATION
 ▽ Complete and send to employer/host

√ PARENT/GUARDIAN CONSENT FORM
 ▽ Complete and submit before job shadow day

√ SHADOW DAY
 ▽ Questions to Ask Your Business Host
 *Must be signed by the Host

√ ASSIGNMENT
 ▽ Complete and turn in within five days
 *Completed and Signed Questions to Ask Your Business Host
 *Student Observation/Evaluation
 *Thank You Note
 •Approved by Mrs. Olson and Mrs. Ross
 •Mailed to Business Host
 •Include: Business Evaluation
 Addressed Envelope
 Mrs. Pat Olson
 Blair High School
 440 North Tenth Street
 Blair, NE 68008

Name: _____ Grade: _____

Job Shadowing Activity

Directions:

1. List your top 3 career interest areas.
2. Network with others to find contacts for those career interests. You must have 3 names listed (they could all point to the same career).
3. List the business or company the contact works for.
4. Whom did the referral come from?

Career Interest	Contact	Business	Referral from
1.			
2.			
3.			

(This form is a planning tool; it does not need to be submitted.)

STUDENT SHADOWING SITE INFORMATION

Student's Name _____

Career Cluster _____

Shadow Site _____

Site Address _____

City/Town _____ Zip _____

Contact _____ Phone _____

Shadowing Date _____

Today's Date _____

Student's Signature _____

(Please return this form to Mrs. Olson/Mrs. Ross)

PARENT/GUARDIAN CONSENT FORM

Your son or daughter has been invited to attend a Job Shadowing experience at a workplace. He or she will be assigned to an employee, A Workplace Host, who will lead him or her through a department in the workplace. They will discuss a typical workday and explore different aspects of working in a particular industry and what skills they are learning in school that are needed in the working world. In order for your child to participate, this form must be filled out and returned before the day of the event.

Permission to Participate in Workplace Job Shadowing

My son/daughter, _____,

may participate in a Job Shadowing experience, which will take place at

_____ on _____ between the

hours of _____ a.m./p.m. and _____ a.m./p.m.

Travel Arrangements

I understand that my son/daughter will provide their own transportation to the workplace.

Photo Release

I understand that Job Shadow Day attracts attention from the media and is also used to promote partnerships between schools and employers, so there is a possibility that students will be photographed during this experience. I grant permission to photograph my son/daughter for these promotional purposes. _____yes _____no

I also give permission for my child to receive emergency medical treatment in case of injury or illness. I understand that school personnel may not have visited the site, may not have met the host, will not be present when the student is at the site, and will not supervise the visit.

Signature of Parent or Guardian

Date

(Please return this form to Mrs. Olson/Mrs. Ross)

Job Shadowing

QUESTIONS TO ASK YOUR BUSINESS HOST

Student Name _____

Shadow Site _____

Person Shadowed _____

The following guidelines should help you to get the most out of your job shadow experience. You should try to ask as many of these questions as possible, but feel free to ask other questions that might also be appropriate.

1. What is the primary mission of this organization?
2. What are the responsibilities of your department?
3. What are your responsibilities?
4. How does your job relate to the overall organization?
5. What other people do you work most closely with?
6. Are computers used on the job? If so, in what capacity?
7. What type of education and or training is needed for the job? What is your education/training?
8. How did you decide to do this type of work?
9. What do you see as the demand for jobs like yours in the future?
10. What do you like most about your job?
11. What do you like least about your job?
12. What is the salary range for someone working in this field? (What is a typical starting salary?)
13. What basic skills do I need to get in high school?
14. Do you have any advice for me as I consider career options?
15. Anything else that you find interesting!

_____ has successfully completed a job shadow with me today.
Student Name

Business Host

Title

Date

Business

Complete and return to Mrs. Olson and Mrs. Ross. **Must** be signed by Business Host.

Job Shadowing

STUDENT OBSERVATION/EVALUATION

Student _____ Work Site _____

Business Host _____

Department _____ Shadow Date _____

Time Reported in at Site _____

Time Reported out at Site _____

1. Who was your department supervisor? _____

2. Was he/she prepared for your visit? _____

3. How would you rate your job shadowing experience?
_____Excellent _____Good _____Not very Good

4. Describe your job shadowing experience _____

5. Write down one interesting thing you learned. _____

6. What skills are necessary to work in the job you shadowed? _____

7. What kind of training/education is necessary to work in this job? _____

8. Did the experience change your mind about your career plans?
_____yes _____no

9. What surprised you most about what you learned, heard, or observed today? _____

Signature: _____ Date Submitted: _____

Return to Mrs. Olson and Mrs. Ross within five days of shadow date.

Job Shadowing

THANK YOU LETTER FORMAT/CRITERIA

Remember that writing a thank you letter to your job shadow host is very important to the success of our program. Write your letter and prepare an envelope the same night that you do your job shadow. It is important to return your note to Mrs. Olson the following day.

When you write your letter remember to do the following:

1. Be neat.
2. Watch your spelling.
3. Begin your letter with a sentence that specifically thanks the host for allowing you to spend time at his/her place of work. For example, "Thank you for taking time out of your schedule to meet with me during my job shadow yesterday."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."
5. Address the envelope for mailing.

SAMPLE THANK YOU LETTER

December 1, 2002

Name
Title
Company
Street Address
City, State Zip

Dear Mr. _____:

Thank you for giving me the opportunity to shadow you yesterday. I realize that this took time away from your regular responsibilities, and I am most grateful for all the information that you were able to provide regarding your job at (company name).

Last night as I shared my experiences with my friends and family, I became more convinced that the field of accounting is the correct field for me. My math, organizational, and computer skills are right in line with the skills and abilities needed in the accounting field. I plan to take more computer classes next semester as you suggested.

Now that I am convinced that the Business and Management career cluster area and the accounting field should be my focus, I will be able to set some goals for my educational plan. Again, thank you for your part in enabling me to plan for my future.

Sincerely,

Your Name
Blair High School
440 North Tenth Street
Blair, NE 68008

Use *your own words* and personalize your letter for your situation!
(Please return this form to Mrs. Olson/Mrs. Ross)